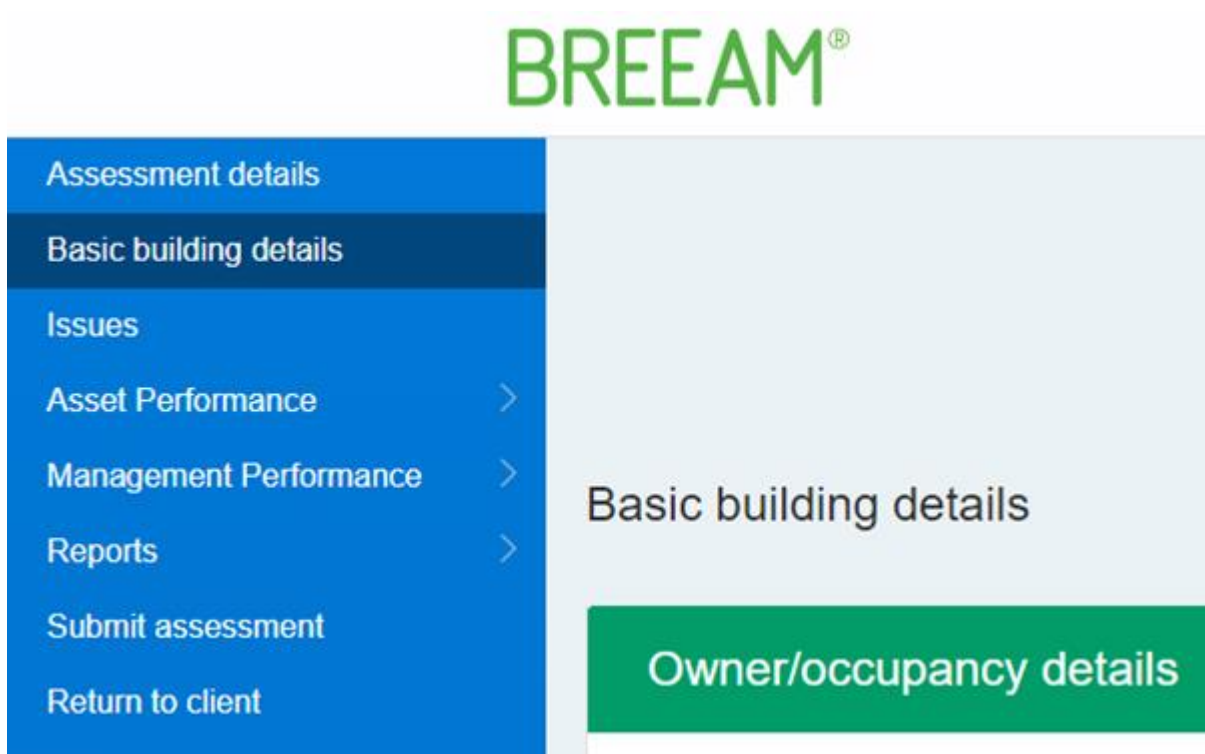
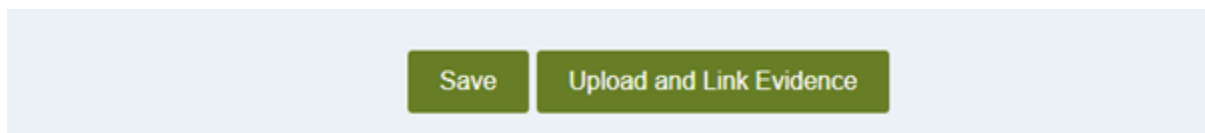


## KBCN1598 - BREEAM In-Use: Updated Process for Uploading Evidence

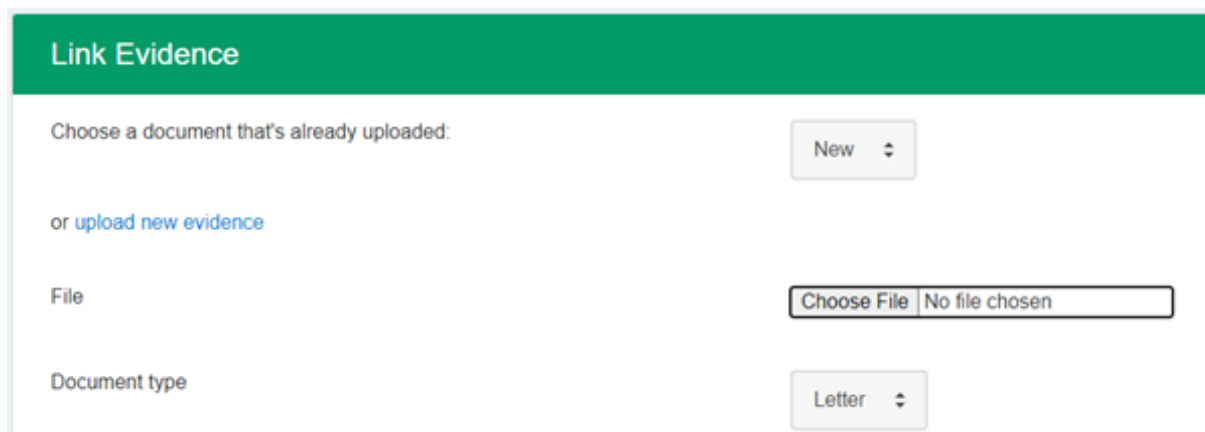
1. After logging in to BREEAM Projects, head to the 'Basic building details' tab.



2. Scroll down to the 'Upload and Link Evidence' button at the end of the page.



3. Select the file to upload. If a bulk upload is desired then the evidence can be uploaded within a single zip file, but it is essential that a clear commentary is provided and the references to each issue are included as per [KBCN0522](#).

The image shows the 'Link Evidence' form. It has a green header with the text 'Link Evidence'. Below the header, there are two main options: 'Choose a document that's already uploaded:' and 'or upload new evidence'. Under the first option, there is a 'New' dropdown menu. Under the second option, there is a 'File' label and a file selection button that says 'Choose File' and 'No file chosen'. At the bottom, there is a 'Document type' label and a 'Letter' dropdown menu.